

**SECTION 01 25 00 - SUBSTITUTION PROCEDURES****PART 1 - GENERAL**

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
  - 1. Section 01 21 00 "Allowances" for products selected under an allowance.
  - 2. Section 01 23 00 "Alternates" for products selected under an alternate.
  - 3. Divisions 02 through 33 Sections for specific product and manufacturer requirements and for limitations on substitutions.

## 1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Design-Build Entity. Substitutions include "or equal" products.

## 1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Substitution Request Form: Use form provided at the end of this Section.
  - 2. Cost and Time. Substitutions are not allowed to add cost to or cause delays to the project.
  - 3. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
    - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
    - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by separate contractors, that will be necessary to accommodate proposed substitution.
    - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.

- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
  - e. Samples, where applicable or requested.
  - f. Certificates and qualification data, where applicable or requested.
  - g. List of similar installations for completed projects with project names and addresses and names and addresses of Criteria Architects and Districts.
  - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
  - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
  - j. Design-Build Entity's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
  - k. Design-Build Entity's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
4. Criteria Architect's Action: If necessary, Criteria Architect will request additional information or documentation for evaluation within **seven (7)** days of receipt of a request for substitution. Criteria Architect will notify Design-Build Entity of acceptance or rejection of proposed substitution within **15** days of receipt of request, or **seven** days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Criteria Architect's Supplemental Instructions for minor changes in the Work.
  - b. Use product specified if Criteria Architect does not issue a decision on use of a proposed substitution within time allocated.

## 1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

## 1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

## PART 2 - PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Submit requests for substitution not later than **35** days after the Notice to Proceed.
  1. Conditions: Criteria Architect will consider Design-Build Entity's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Criteria Architect will return requests without action, except to record noncompliance with these requirements:

- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
- b. Requested substitution provides sustainable design characteristics that specified product provided.
- c. Substitution request is fully documented and properly submitted.
- d. Requested substitution will not adversely affect Design-Build Entity's construction schedule.
- e. Requested substitution has received necessary approvals of authorities having jurisdiction.
- f. Requested substitution is compatible with other portions of the Work.
- g. Requested substitution has been coordinated with other portions of the Work.
- h. Requested substitution provides specified warranty.
- i. If requested substitution involves more than one Design-Build Entity, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all Design-Build Entities involved.
- j. Requested substitution meets the design intent, quality and function of SDUSD standards. Substitution can be rejected if it does not meet this requirement.

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 25 00**

San Diego Unified School District Guide Specifications  
Section Version April 2015

## REQUEST FOR SUBSTITUTION

Re: \_\_\_\_\_  
Section # \_\_\_\_\_ Project Name \_\_\_\_\_

Item \_\_\_\_\_

To: \_\_\_\_\_  
Criteria Architect

From: \_\_\_\_\_  
General Design-Build Entity

We hereby submit for your consideration the following product comparisons of the specified item and the proposed substitution:

**A. Comparison**    Specified Item    Substitution

1. Product Name/Model \_\_\_\_\_

2. Manufacturer \_\_\_\_\_  
Address \_\_\_\_\_

Phone Number \_\_\_\_\_

3. Product Cost \_\_\_\_\_  
Installation/Labor Cost \_\_\_\_\_

4. Delivery Time \_\_\_\_\_  
Installation Time \_\_\_\_\_

5. Product Characteristics \_\_\_\_\_

6. Dimensions \_\_\_\_\_  
Effects \_\_\_\_\_

7. Guarantee/Warranty \_\_\_\_\_

8. CBC-ES No. \_\_\_\_\_

9. UL Rating \_\_\_\_\_

**B. Substantiating Data:** Attach manufacturer's literature for both specified item and substitution.

**C. Samples:** Provide samples for both specified item and substitution.

**D. Similar Projects**

1. \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Address

2. \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Address

**E. Maintenance Service/Parts:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**F. What effect does this substitution have on applicable code requirements?**

\_\_\_\_\_  
\_\_\_\_\_

**G. Change Date:** Attach complete information for changes to be made to drawings and project manual.  
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- Certification of equal performance and assumption of liability for equal performance.
- The Design-Build Entity shall agree to pay for costs involved in changing the building design; including engineering, drafting and detail cost caused by the proposed substitution.

Submitted by:

\_\_\_\_\_  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

Signature must be by persons having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will result in retraction of approval.

**For Use by District's Representative:**

<b>District's Consultant</b> Date: _____ <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted By:	<b>School District</b> Date: _____ <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted By:
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